

WINASAP Helpful Hints

Here are some simple guidelines to follow with WINASAP2003. Some of these tips originated with Medical Assistance Administration user testing of the software; other tips are available in the WINASAP software itself.

If you have questions about WINASAP2003 software, or if you have discovered tips that would be of interest to others, send them to MAA <nquyect@dshs.wa.gov> so we can check them and add them to this list.

MINIMUM REQUIREMENTS:

- ▶ Windows 95 or higher operating system
- ▶ Pentium processor
- ▶ CD-ROM drive
- ▶ 50 megabytes (MB) of free disk space
- ▶ 64 megabytes (MB) of RAM
- ▶ Telephone connection and Hayes compatible 9600 baud asynchronous modem OR Web-portal access

ENTERING FIELDS:

Do not enter dashes or slashes between numbers in the following fields:

Telephone number

Social Security Number

Date fields.

When entering an employer identification Number (EIN) on the Secondary Data tab within the Provider Data section, do enter the dash (nn-nnnnnnn)

Do not enter currency symbols in the amount fields.

Do not enter decimal points in diagnosis code entries.

Do not add extra zeros to procedure codes or diagnosis codes.

Enter all four characters for revenue codes including leading zeros.

For institutional claims, correct structure for the "Type of Bill" field is required for the claim to process correctly in MMIS. The Type of Bill is 3 digits and is compiled using the following scenarios. The third digit is the frequency code and a "1" indicates an original claim.

1st Digit-Type of Facility

- Ø 1-Hospital
- Ø 2-Skilled Nursing
- Ø 3-Home Health
- Ø 4-Religious Non-Medical (Hospital)
- Ø 5-Religious Non-Medical (Extended Care)
- Ø 6-Intermediate Care
- Ø 7-Clinic or Hospital Based Renal Dialysis Facility
- Ø 8-Special Facility or Hospital ASC Surgery
- Ø 9-Reserved

2nd Digit-Bill Classification (Except Clinics and Special Facilities)

- Ø 1-Inpatient (Including Medicare Part A)
- Ø 2-Inpatient (Medicare Part B Only)
- Ø 3-Outpatient
- Ø 4-Other (For Medicare Part B Use Only)
- Ø 5-Intermediate Care-Level I
- Ø 6-Intermediate Care-Level II
- Ø 7-Intermediate Care-Level III
- Ø 8-Swing Bed
- Ø 9-Reserved

2nd Digit-Bill Classification (Clinics Only)

- Ø 1-Rural Health
- Ø 2-Hospital Based or Independent Renal Dialysis Center
- Ø 3-Freestanding
- Ø 4-Outpatient Rehabilitation Facility (ORF)
- Ø 5-Comprehensive Outpatient Rehabilitation Facility (CORF)

- Ø 6-8-Reserved
- Ø 9-Other

2nd Digit-Bill Classification (Special Facilities Only)

- Ø 1-Hospice (Non-hospital Based)
- Ø 2-Hospice (Hospital Based)
- Ø 3-Ambulatory Surgery Center (ASC)
- Ø 4-Freestanding Birthing Center
- Ø 5-8-Reserved
- Ø 9-Other

For Inpatient Institutional Claims, Admission Type and Admission Source are required. Valid values include:

Admission Type (Type):

Admission Source (SRC):

Revenue codes must be 4 digits in length. If the code only has three digits (example: 345), you must place a zero in front of it: 0345

Dates that are greater than 1960 (1960 to present) can be entered in date fields in MMDDYY format (111866) and WINASAP2003 will translate the 2-digit year into the proper 4-digit format (11181966).

Dates before 1960 (1959 or earlier) must be entered in MMDDYYYY format (November 18, 1945 = 11181945).
(If not, WINASAP2003 will interpret a 2-digit year of 45 as being 2045 – not 1945.)

When using the calendar button to select a date, double-click the applicable date or use the spacebar to exit the calendar window if you choose not to select a date

WINASAP2003 allows you to enter and retain partially completed claims on the system's claims database through the use of a special "hold" claim status. For example; if you are entering a claim and determine that some required information is missing, you can change the claim status field to "hold." Then save the claim, and complete the missing information at a later date (the system

will edit a claim for the minimum required fields, but not for any situational fields when the claim status is "hold".)

When you are ready to complete a claim in a "hold" status or to release a previously held claim, you simply change the claim status field to "keyed" and WINASAP2003 will select the claim the next time you perform a Send for that claim type. You can also delete a claim in a "hold" status.

The Trading Partner information needs to be exact for the transmission of claims to go to EDI via phone modem.

WINASAP System Navigation Quick Tips:

- ENTER**
- ▶ On a Menu window, <ENTER> selects the menu item that is highlighted.
 - ▶ On a List window, <ENTER> adds a new record.
 - ▶ On the Reference <ENTER> performs a command function.
 - ▶ On data entry windows <ENTER> advances the cursor to the next field.
- TAB**
- ▶ On data entry windows, <TAB> advances the cursor to the next field.
 - ▶ On list windows, <TAB> advances the cursor to the next command function button.
- SHIFT+TAB**
- ▶ On data entry windows, SHIFT+<TAB> returns the cursor to the previous field.
 - ▶ On list windows, SHIFT +<TAB> moves the cursor back to the previous command function button.
- BACKSPACE**
- Within a field, the <BACKSPACE> key moves the cursor back one-character space at a time and deletes that character. If the data in the field is highlighted, the <BACKSPACE> key moves the cursor back to the beginning of the field and deletes the highlighted data.
- HOME**
- Moves the cursor to the beginning of the field.
- ALT**
- Highlights the first option on any Menu bar.

- UP ARROW** Moves the cursor / highlight bar up within a drop-down Menu or List.
- DOWN ARROW** Moves the cursor / highlight bar down within a drop-down Menu or List.
- RIGHT ARROW** ► Moves the cursor one-character space to the right within a field.
► Within the Menu bar, it moves the cursor one menu option to the right.
- LEFT ARROW** ► Moves the cursor one-character space to the left within a field.
► Within the Menu bar, it moves the cursor one menu option to the left.
- CNTRL (+ C)** Copies highlighted text only and not numerical fields.
- CNTRL (+X)** Cuts highlighted text only and not numerical fields.
- CNTRL (+V)** Pastes copied or cut text only and not numerical fields.